

# **Rocksprings ISD DAEP Handbook**

## **DAEP CLASSROOM HOURS**

**7:55 AM –3:05 PM**

**Rocksprings ISD 830.683.4137**

## **MAILING ADDRESS:**

**201 N. Hwy 377  
Rocksprings, Texas 78880**

# CONTENTS

Mission, Purpose, and Admission	Page 2
General Information	Pages 3-4
Attendance	Page 5
Student and Parent/Guardian Responsibilities	Page 6
DAEP Code of Conduct	Page 7
Prohibited objects	Page 8
Dress Code	Page 9
Classroom Rules	Page 10
Parent Signature Sheet	Page 11
Enrollment Form	Page 12
Permission to leave campus	Page 13
Administering Medication Form	Page 14

## **MISSION**

This Discipline Alternative Education Program (DAEP) is committed to the belief that all children can learn and that all inappropriate behavior can be modified. Self-control and respect to self and others will be emphasized.

## **PURPOSE**

The DAEP provides an education to those from age 10 to 12<sup>th</sup> grade who are having disciplinary problems on their home campus. Opportunities will be provided to enable the child to increase self-esteem and self-control, to develop a positive attitude, and to make the necessary behavioral adjustments required for a successful return to the home campus.

The primary objective of the DAEP is to help the student change the inappropriate behavior that caused the placement, to understand possible reasons for the behavior, and to learn methods for avoiding the problem in the future.

The secondary focus will be the completion of assigned academic work.

## **ADMISSION**

A general education student may be assigned to the DAEP by the principal of their home campus and/or the Superintendent.

A special education student may be assigned to the DAEP by the home campus ARD Committee.

We strongly encourage parents/guardians to participate in the admission meeting and to be involved in the child's activity at the DAEP.

## GENERAL INFORMATION

1. **THE SCHOOL DAY:** The student should attend classes from 7:55 am to 3:05 pm. The **earliest** a student may arrive is 7:50 am and the **latest** a student may be picked up is 3:15 pm. If not picked up by 3:15 pm, the student will be instructed to make other arrangements to be picked up from DAEP.
2. **TRANSPORTATION:** Personal vehicles may not be driven to DAEP without permission granted by the home campus principal. For students who live in Rocksprings or within a five-mile radius of Rocksprings, the parent/guardian of the student will be responsible for dropping off and picking up the student. For students who live outside the five-mile radius of Rocksprings and who use the bus for transportation to school, arrangements can be made through the home campus principal for transport from the bus drop to DAEP.
3. **SCHOOL CALENDAR:** Students assigned to the DAEP will follow the Rocksprings ISD calendar.
4. **STAAR TESTING:** If not otherwise exempt, students attending school at the DAEP will take the STAAR test when appropriate.
5. **VISITORS:** All visitors are required to check with the home campus office before entering the DAEP facility. The doors are locked for the safety and protection of both students and staff.
6. **ATTENDANCE:** State Law applies. The placement time in the DAEP may be extended, and the student may be denied credit if not in attendance the required amount of time. This requirement includes both excused and unexcused absences.

7. **LUNCHES:** Lunches are ordered by 8:30 a.m. Students may bring their lunch but a refrigerator and microwave are NOT available. Drinks brought with a sack lunch must be in an unopened container only.
8. **MEDICATION:** All medication forms must be signed and returned to the high school office. Medication can only be dispensed by the school nurse or parent/legal guardian.
9. **CHANGE OF ADDRESS:** It is the responsibility of the parent/guardian to notify the home campus office when there is a change of address or phone number. It is very important that the parent or a designated person be accessible by phone in case of an emergency.
10. **HOME CAMPUS VISITS/EXTRACURRICULAR ACTIVITIES:** A student is not permitted to visit ANY Rocksprings ISD campus or to attend district extracurricular activities while assigned to the DAEP, unless he/she has permission from the principal at their home campus. DAEP students caught on any school property or attending any school activity without permission will be charged with criminal trespassing.
11. **DISCIPLINE:** Students attending the DAEP must realize that continued misconduct will not be tolerated. While assigned to the DAEP, a student may be suspended from school for any code of conduct offense. Aggressive behavior will be dealt with quickly and if necessary the police will be notified. The outcome of the incident will become a police matter and parents are RESPONSIBLE for any cost associated with police intervention.
12. **COUNSELING:** Students attending DAEP are required to visit with the home campus counselor a minimum of once a week, more often if necessary.

## ATTENDANCE

**EXCUSED ABSENCE:** The reason for the absence must be stated in writing, dated, and signed by the parent/guardian. The note should accompany the student upon returning to school. While the student may have an excused absence, he/she will still be required to complete the number of days assigned to DAEP. The student must be physically present in the classroom in order for the day to count.

**UNEXCUSED ABSENCE:** Truancy from school (unlawful absence from school) will be reported to the home campus, parents/guardians, and law enforcement authorities as appropriate. A parent/guardian will be prosecuted for the truancy of a child.

**TARDIES:** Students will be marked tardy if arriving late to DAEP. Students that acquire 3 tardies while at DAEP will face other disciplinary action.

**PERMISSION TO LEAVE SCHOOL:** Students are not to leave campus without securing permission from the DAEP teacher and home campus office. The student must bring a signed form to school prior to the absence in order to obtain permission for a scheduled absence (any absence other than illness, death in the family, or emergency where prior notice is not possible). The campus principal will determine if the request is to be excused or unexcused. The parent/guardian must first go to the home campus office and sign the student out of school.

**\*Absences put the student here longer. They must physically be in class for the day to be considered successful.**

## **STUDENT RESPONSIBILITIES**

1. Attend school daily and be on time.
2. Come to school prepared to work.
3. Be properly attired according to the DAEP Dress Code.
4. Show a respectful attitude.
5. Conduct self in a responsible manner.
6. Show consideration for the rights of others.
7. Complete academic assignments.
8. Follow all school rules.

## **PARENT/GUARDIAN RESPONSIBILITIES**

1. Ensure your child complies with attendance requirements and properly report and explain absences and tardiness. Provide signed form if you know your child will be absent.
2. Send your child to school with the proper attire.
3. Sign your child's progress reports and send back to school the following day. Feel free to write any concerns or comments on these sheets.
4. Strive to prepare your child emotionally and socially to be receptive to following the rules of discipline at the DAEP and to complete academic assignments.
5. Cooperate closely with the staff of the DAEP to achieve and maintain a quality program for your child.
6. Understand that the parent/guardian is liable for property damage caused by (a) the negligent conduct of the student, or (b) the willful or malicious conduct of a student who is at least twelve (12) but under eighteen (18) years of age, as mandated by the Texas Education Code 37.101.
7. Discuss this handbook with your child, then sign the last page and return it.

## DAEP CODE OF CONDUCT

The following conduct may result in loss of privileges. ANY violation of the DAEP Code of Conduct, the RISD Code of Conduct, or the DAEP Classroom rules may constitute suspension or even expulsion from the DAEP. The judgment of the Home Campus Principal and the DAEP Coordinator will apply.

1. Violation of the Dress and Grooming Code.
2. Acts of disrespect or threats to staff or other students.
3. Cheating.
4. Stealing.
5. Possession or use of tobacco products in the classroom or on the school grounds.
6. Possession or use of dangerous weapons or any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists.
7. Possession or use of an alcoholic beverage or controlled substance in the classroom or on school grounds.
8. Abuse of public property.
9. Return to home campus or to any campus other than the DAEP campus while assigned to DAEP.
10. Promotion of or participation in gangs, secret societies, or any such association.
11. Failure to abide by rules in the classroom, on the grounds, or on the bus.
12. In addition, the Code of Conduct at the student's home campus will apply while the student is in attendance at the DAEP.
13. Discipline will be strict and firm. It will be based upon careful assessment of the circumstances of each case. (Ex: The seriousness of the offense, the frequency of the misconduct, the student's attitude, and the potential effect of the misconduct upon the school environment.) A student who becomes disruptive and does not control his/her behavior will be removed from the building and the home campus principal will be called to intervene. If law enforcement is called to intervene, the outcome of the incident becomes a police matter and parents are RESPONSIBLE for any cost associated with police intervention. Students that continue to violate the code of conduct while at DAEP will face other disciplinary action up to and including expulsion.

## **PROHIBITED OBJECTS**

Prohibited objects will be taken from the student and held until it can be determined whether the object can be returned. Some objects may not be returned, and none will be returned to the student, the parent/guardian must pick it up from the home campus principal. Prohibited objects include the following. (Definitions may be found in the District Code of Conduct glossary.)

- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a “look-alike” weapon;
- an air gun or BB gun;
- ammunition;
- a stun gun;
- a pocketknife;
- mace or pepper spray;
- pornographic material;
- tobacco products;
- matches or a lighter;
- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)
- a cellular telephone or other telecommunications device
- Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion in the District Code of Conduct.)

## **DRESS CODE**

Students will maintain a clean and tidy appearance every day. It is the student's responsibility to wear the proper attire while attending DAEP.

- 1. Jeans or trousers, and a plain, solid-color T-shirt. No wide leg jeans or shorts of any kind will be allowed.**
- 2. Trousers will be worn around the waist. Pants that sag will not be permitted.**
- 3. Shirts must be tucked in at all times. Belts must be worn if pants or trousers have belt loops.**
- 4. There will be no jewelry worn by male or female students. This includes any type of earrings whether in the ear, nose, tongue, navel, eyebrow, etc.**
- 5. No facial hair or sideburns below earlobe.**
- 6. No caps, hats, or any other hair coverings are allowed at the DAEP.**
- 7. Tattoos must not be visible at any time.**
- 8. No "hoodies" or any other type of hooded garment will be permitted.**

\*Violations of the DAEP dress code will result in the class day being unsuccessful and a suspension from school.

## DAEP RULES

You have been assigned to DAEP because of violation of the student code of conduct. Your parents must check in with the appropriate campus principal before coming to the DAEP classroom, otherwise, they will not be permitted inside. Students and parents will be held responsible for damages to the facility.

- You must serve the entire day
- If you are tardy, you will be required to make up the unaccounted for time.
- You must work the entire day in DAEP on assigned school work. You must complete any and all work given to you by the DAEP teacher. Refusing to do any assignment will result in the day being considered "unsuccessful" and will have to be made up at end of assigned time.
- You are prohibited from attendance at all school sponsored activities, school properties, and school grounds while assigned at DAEP.

### **FAILURE TO COMPLY WITH THE FOLLOWING RULES MAY RESULT IN CONSEQUENCES:**

You will follow all rules that apply to all RISD students as stated in the RISD Student Code of Conduct and DAEP Code of Conduct, including dress code.

- You will not be allowed to leave your seat except during restroom breaks.
- All cell phones and other electronic devices are not permitted at any time. Cell phones will be turned in to the DAEP Teacher at the beginning of the school day and will be returned at the conclusion of the day. Failure to comply with this directive will result in suspension from school.
- No gum or candy is allowed.
- Only school lunches or sack lunches will be allowed. Sack lunches from home must be brought when students arrive at the start of the school day. Students will not be allowed to have lunches or food of any kind brought to them during the school day. We do not provide a refrigerator/microwave. No opened bottled drinks will be allowed.
- You will have three restroom breaks as assigned by the DAEP teacher.
- Speak only when spoken to by the teacher in charge. Raise your hand for permission or help.
- NO SLEEPING- NO HEAD ON DESK – NO HEAD DOWN ON CHEST OR APPEARING TO LOOK LIKE YOU ARE SLEEPING at any time during the day.
- You must sit straight in your chair--- No leaning against the side of the cubicle.
- You will be responsible for any consequences imposed by any school administrator for failure to fulfill all above rules and any other rules that apply to DAEP.

**I have read and understand the rules of DAEP and I have also been given a copy to take home to my parents so they will know the DAEP rules that I have to follow.**

---

**Student Signature**

---

**Date**

**Rocksprings ISD**  
**DISCIPLINE ALTERNATIVE EDUCATION PROGRAM**

To the parents of: \_\_\_\_\_

Today's date: \_\_\_\_\_

I have read and discussed the handbook with my child. I/We understand the terms and provisions of the handbook.

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

# DAEP ENROLLMENT FORM

NAME \_\_\_\_\_

AGE \_\_\_\_\_

SCHOOL \_\_\_\_\_

GRADE \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

PARENT/GUARDIAN WORK # \_\_\_\_\_

MEDICATION:      YES              NO

IF YES, WHAT KIND \_\_\_\_\_

PROBATION:      YES              NO

PROBATION OFFICER'S NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

LUNCH:              FREE              REDUCED              REGULAR

START DATE \_\_\_\_\_

SCHOOL SCHEDULE/TEACHER NAME:

# PERMISSION TO LEAVE SCHOOL

I \_\_\_\_\_ will be leaving DAEP on \_\_\_\_\_.

The reason I will be leaving is \_\_\_\_\_.

I understand that I will be required to make up this day before I am released my DAEP.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**REQUIREMENTS FOR ADMINISTERING MEDICATION AT SCHOOL**

No medication will be administered by school personnel or stored for a student unless it is all of the following:

- All prescription medications must be in the appropriate prescription bottle with a prescription label bearing the student’s name, the name of the medication, and be given during school hours.  
Ex: Tylenol must be in a Tylenol bottle.

**NO MEDICATION WILL BE FURNISHED BY THE SCHOOL. ALL MEDICATION MUST BE KEPT IN THE NURSE’S OFFICE.**

\*All medication must be accompanied by a written request from the parent

**\*\*\*PARENT REQUEST FOR SCHOOL TO ADMINISTER MEDICATION\*\*\***

**Name of Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Name of Medication:** \_\_\_\_\_

**Condition Medication is prescribed for:** \_\_\_\_\_

**Dr. prescribing Medication:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Amount of Dose:** \_\_\_\_\_ **Time dose to be given:** \_\_\_\_\_

**Last day to be given:** \_\_\_\_\_

**Remaining Medication is to be destroyed/ returned? (Circle one)**

**Special Instructions: (including side effects)** \_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

I hereby request that personnel of Rocksprings ISD administer the medication described above to my child. I have supplied all information concerning the dosage and times of administration of the medication.

I hereby release the Rocksprings ISD and its employees and medical advisors from any and all liability in connection with the administration of this medication.

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date